

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Adjudication and Hearings



ADMIN. ORDER NO.: 2002-01

SUBJECT: Establishment and Authority of Positions of Docket Clerk and Deputy Docket Clerks

Pursuant to Reorganization Plan No. 4 of 1996, D.C. Official Code § 2-1801.01 et seq., Mayors Order No. 97-42, effective January 13, 1997, Mayors Order No. 99-68, effective April 28, 1999, Mayor's Order 01-39, effective March 21, 2001, Department of Health Organizational Order No. 24 effective December 17, 1999, and all other applicable law, it is hereby **ORDERED** that:

1. The Office of Adjudication and Hearings ("OAH") shall have a Docket Clerk and deputy docket clerks who shall be appointed by the Chief Judge and shall perform such duties as may be assigned.
2. The Docket Clerk and deputy docket clerks are hereby given a partial delegation of the following authority of Chief Judge:
 - (1) to administer oaths;
 - (2) to accept or decline to accept documents and materials for filing with OAH in accordance with OAH rules, procedures, and practices and orders; and,
 - (3) to collect fines and fees imposed by rules, procedures, and practices of OAH and lawfully and properly deposit them in conformity with rules, procedures, and practices established by the District of Columbia Chief Financial Officer.
3. This Order supersedes Office Order 2000-02 and all previous orders to the extent of any inconsistency.
4. This Order is effective immediately.

/s/

Paul Klein
Chief Administrative Law Judge

Dated this 15 day of February, 2002